

教師長期借閱多媒體資料申請辦法 (Long-term Loan of Multimedia Materials for Teachers)

一、說明：凡本校教師因教學需要，須借用多媒體視聽資料達一學期者，可至圖書館五樓辦理教師長期借閱多媒體資料申請。

For the teachers who need to borrow audio-visual materials for one semester due to their teaching needs, they can apply for long-term loan of the audio-visual materials on the 5th floor.

二、申請注意事項(Note)：

(一)請填寫「教師長期借閱多媒體資料申請表」，即可至本館五樓多媒體服務台辦理。

(二)當學期課程結束後一週內須歸還所借閱之資料。

(三)該項申請納入教師個人視聽資料借閱冊數內，若超過規定之冊數，則館員依職權自行調整。

1. Please fill out the following form and apply on the circulation desk on the 5th floor.
2. The materials borrowed must be returned within one week of the end of the semester course.
3. The application is included in the number of teachers' personal audio-visual materials. If the number of audio-visual materials exceeds the prescribed number, the librarians will adjust by their authority.

教師長期借閱多媒體資料申請表

(Application Form for Long-term Loan of Multimedia Materials for Teachers)

日期(Date)：中華民國 年(Year) 月(Month) 日(Day)

申請教師簽章(Teacher's Name)：

開課系所名稱(Department)：

課程名稱(Course Name)：

開課年級名稱(Class)：

E-mail：

電話(Phone number)：

讀者證號 User ID	多媒體資料名稱 Multimedia Title	索書號 Call Number	條碼號 Barcode	借閱時間 Dates(ex:10/1~10/14)

承辦館員簽章(Library Staff)：